

<b>Activity</b>	<b>Type of Information</b>	<b>Process</b>	<b>Responsible Party</b>	<b>Intended Audience</b>	<b>Method</b>	<b>Time Frame</b>
General information	Problem Statement & Objectives	Prepared at beginning of process	SB	WA State Externals	Internet	May 2004
	Schedule & schedule modifications	Prepared at beginning of process and updated as necessary	SB	WA State Externals	Internet	May 2004 with updates as necessary
	Communication Plan		BH, CM	WA State Externals	Internet	Post by May 15, 2004
	What's New from Sue	Bi-weekly update, even if no news!	SB	WA State	e-mail	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month
	"Listening" sessions about redesign	Regions, CO, external	SB, WMPR	WA State	Face-to-face, conference call	Throughout
Meeting Documents	Agenda & attachments	Posted in advance of meetings	SB	WA State Externals	Internet	1 Wk prior to meeting
	Draft meeting notes	Note taking assigned to WMPR on rotating basis – take notes, post draft and finalize	WMPR	WA State Externals	Internet	Post draft to WMPR 3 days after meeting; Comments due back from WMPR w/in 3 days of posting;
	Final notes and handouts	Post on internet	WMPR	WA State Externals	Internet	Post final w/in 3 days after comments returned
Resources	Special Reports or documents: <ul style="list-style-type: none"> <li>Streamlining Update</li> <li>Code revisions</li> <li>Budget Impacts</li> </ul>		DM  Moore, Connelly Hellenbrand	WA State Externals	Internet Notify WA staff by e-mail	Monthly updates or as available
Interim Deliverables	<ul style="list-style-type: none"> <li>Benchmark w/other states</li> <li>Draft preliminary recommendations</li> </ul>		Antonuk, Lynch	WA State Externals	Internet Notify WA staff by e-mail	June 30, 2004
			WMPR			September 30, 2004
Final Report	Draft Plan/Report		WMPR	WA State Externals	Internet Notify WA staff by e-mail	Nov 30, 2004
	Final Plan/Report		WMPR	WA State Div Admin,AWT Externals	Internet Notify WA staff by e-mail	Dec 31, 2004

## Staff and External Input Into the Process

Activity	Type of Information	Process	Resp. Party	Intended Audience	Comm Method	Time Frame
<b>Staff Input</b>	Working within the Program's priorities/goals and identification of tasks which can NOT be eliminated, and given certain % workforce reductions 1) what do you think we should and what would the impact be <ul style="list-style-type: none"> <li>not change</li> <li>reduce/change</li> <li>eliminate</li> </ul> 2) what are your recommendations for restructuring to accommodate these changes (given sideboards)	<b>Structured department facilitated focus groups</b> in each region or multiple regions - either by all Waste Staff or by program (option for the regions) 1. Resources: Use PALs to see breakdown of work by activity code 2. Report major themes and areas not reaching consensus, consensus not expected 3. Develop written report from focus groups recommendations	Team leaders, team members, WMPR, Regional Supervisors Ed Nelson Susan Puntillo	WA State Div Admin, AWT Externals	e-mail, Internet	Focus groups in June - August Reports due Sept. 30, 2004
	Feedback on WMPR draft recommendations – do these work, what impact on program, what could work better	<b>Structured department facilitated focus groups</b> in each region or multiple regions - either by all Waste Staff or by program (option for the regions)		WA State Div Admin, AWT Externals		October 2004
	Feedback on WMPR draft report	Individual comments	Regional sups. WMPR	WA State Div Admin, AWT Externals	e-mail	Mid-Dec. 2004
	Anonymous comments	Confidential, anonymous comments collected - part of staff input process	Ed Nelson, Susan Puntillo	WMPR		
<b>External Input</b>	Provide recommendations of how we can improve what we do, working within the Program's established bureau priorities/goals and identification of tasks which can NOT be eliminated, and given certain % workforce reductions 1) give examples of issues/projects you have worked with us on that exemplify a good process; what made it work well; was the outcome what you were looking for and if not, did the process legitimize the outcome? 2) what activities or functions do you think we should change or eliminate and what would the impact be <ul style="list-style-type: none"> <li>not change</li> <li>reduce/change</li> <li>eliminate</li> </ul> 3) what are your recommendations for restructuring to accommodate these changes (given sideboards) 4) revisit the CQI Study questionnaire	<b>Structured department facilitated focus groups</b> or a panel discussion among invited stakeholders.  Invite a range of stakeholders to represent our programs and our relationships.	WMPR, Ed Nelson, Susan Puntillo	WMPR, WA State Div Admin, AWT	Face-to-face, e-mail, snail mail, internet	Focus groups in June - August Reports due Sept. 30, 2004